Computer Engineer

ELECTION ASSISTANCE COMMISSION

1 vacancy in the following location:

- Silver Spring, MD

  Work Schedule is Full Time - Indefinite

  Opened Friday 7/15/2016

  Closes Friday 8/19/2016

- **Salary Range**

  $64,650.00 to $100,736.00 / Per Year

- **Series & Grade**

  AD-0301-03/03

- **Supervisory Status**

  No

- **Who May Apply**

  United States Citizens

- **Control Number**

  444473500

- **Job Announcement Number**

  EAC-16-03

Job Summary

The U.S. Election Assistance Commission (EAC) is an independent bipartisan commission established by the Help America Vote Act (HAVA) of 2002. HAVA requires EAC to provide for the testing, certification, decertification, and recertification of voting system hardware and software by accredited test laboratories. To meet this requirement the EAC has developed the EAC Voting System Testing and Certification Program. Participation in the program is voluntary.

There are three major elements to the testing and certification program (1) voting system standards, (2) accredited test laboratories, and (3) EAC technical review and certification.

Voting system standards. Section 222 of HAVA requires the EAC to assume responsibility for the development and publication of voting system standards. These standards are referred to as Voluntary Voting System Guidelines (VVSG). Previous versions of the standards were called Voting System Standards (VSS). VVSG or VSS provide a set of specifications and requirements against which voting systems are tested. These standards generally relate to the functionality, accessibility and security of voting systems.

EAC accredited test laboratories. Section 231(a) (1) of the HAVA requires the EAC to accredit laboratories capable of testing voting systems to the VVSG standards. The laboratories are referred to as Voting System Test Laboratories (VSTL). These VSTLs are responsible for testing voting system to applicable VVSG standards.

EAC Technical Review and Certification. Section 231(a) of HAVA requires the EAC to certify and decertify voting systems. As part of this process, the EAC must review, analyze and approve test plans and test reports received from VSTLs. The EAC must also possess the expertise to interpret VVSG provisions, field questions on testing to the standards, perform field testing of certified equipment and investigate systems for potential technical and procedural non-compliance and decertification. The EAC seeks computer engineers to assist the agency in these efforts.

Duties

The incumbent serves as the Computer Engineer within the U.S. Election Assistance Commission's Testing and Certification Division (T&C) and reports directly to the Director of Voting System Testing and Certification. The incumbent works closely with the division director and other staff within T&C to design,

document, develop, modify, test, and support new and existing software applications to add functionality to the Division's web application, Virtual Review Tool (VRT).

VRT responsibilities include:

*Analyzing and refining systems requirements

*Translating systems requirements into application prototypes

*Planning and designing systems architecture

*Determining and designing applications architecture

*Writing, debugging, and maintaining code

*Working with stakeholders to test applications

*Assuring software and systems quality and functionality

*Integrating hardware and software components

*Writing and maintaining program documentation

*Evaluating new applications software technologies

*Applying information security policies, principles, and practices to the development of application software

The incumbent will also assist with and consult on technical reviews, and is directly responsible for assisting with and consulting on technical reviews of documentation submitted by manufacturers and test labs during the testing of voting systems applying for EAC certification. This includes review of (1) Technical Data Packages, (2) Test Plans, and (3) Test Reports. As the employee develops expertise in this area, he/she may also be tasked with serving as the EAC program manager for specific voting system test engagements.

In addition, the incumbent provides technical guidance and research in interpreting Voting System Standards, and assist the Program Director in the development and maintenance of the voluntary voting system guidelines (VVSG), provides technical guidance as needed for investigations required to determine if a voting system warrants decertification.

The incumbent responds to other requests for technical research and guidance, and must be available to provide research and technical guidance to the EAC

upon request. Such guidance shall include recommendations, advice and other technical assistance as needed.

The incumbent will attend training sessions mandated by the EAC. This may include reviewing the work of other reviewers, formal instruction, mentoring, partnering and other training methods.

Travel Required

- Occasional Travel

- Business travel up to 20%

Relocation Authorized

- No

Job Requirements

Job Requirements

Key Requirements

- Must be a U.S. Citizen

- Must be able to obtain and maintain a government issued credit card

- May be required to complete a 12-month trial period

- Financial Disclosure Statement required

Qualifications

To qualify for this position, you must meet the following education requirement:

EDUCATION

Bachelor's degree in computer science, information systems or equivalent combination of education, work experience and training.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and is typically in or related to the position to be filled.

1. Knowledge of computer engineering concepts

2. Fluency in Linux, shell scripts, PHP and JavaScript programming languages.

3. Ability to analyze information

4. Ability to communicate in writing

5. Ability to communicate verbally.

WORK EXPERIENCE: Your resume should reflect experience in the following areas:

Computer architecture, testing methodologies and networking principles.

Technical standards and standards setting.

Assisting in the development and execution of program policy.

Analyzing complex information systems to identify faults/anomalies and provide guidance to rectify identified anomalies.

Evaluating conformance to technical standards.

Voting system testing and/or election administration practices.

Communicating technical information orally or in writing to audiences with varying levels of technical knowledge.

PREFERRED WORK EXPERIENCE:

Prior experience working with voting systems, including hardware, software and system maintenance.

Understanding of conformity assessment programs.

Knowledge and experience with election administration and procedures in the United States.

Requirements:

All applicants must meet the qualifications by the closing date of the announcement Friday, August 19, 2016.

Security Clearance

Not Applicable

Additional Information

What To Expect Next

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education, and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application or resume) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

BENEFITS

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees here.

Other Information

1. This job is being filled by an alternative hiring process and is not in the competitive civil service.

2. EAC will not pay travel, transportation and relocation expenses.

3. The successful candidate will have to satisfy a one-year trial period, unless they have completed two (2) years of current continuous service in the same or a similar position at a Federal executive agency (not including temporary appointments of 2 years or less).

4. A background investigation is required and continued employment is contingent on completion of that process to determine suitability for federal employment.

5. Applicants with a disability, who need reasonable accommodation for any part of the application and hiring process, are asked to contact the HR Specialist. The decision to grant reasonable accommodation will be on a case-by-case basis.

6. Males born after 12-31-59 must be registered for Selective Service.

7. It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills and abilities.

8. The materials you send with your application will not be returned.

9. Within 30 days after entering on duty, you will be required to complete a Public Financial Disclosure Report, OGE-450. You will need to provide the information annually.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov.

EEO Policy Statement: http://www.eac.gov/assets/1/Page/EAC%20Statement%20on%20Non-Discrimination%20and%20EEO%20April%2026%202010.pdf

Veterans Information: https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/

Excepted Service: https://help.usajobs.gov/index.php/Excepted_Service

How to Apply

Send Application Materials to: Resumes@eac.gov

OR

U.S. Election Assistance Commission

1335 East West Highway, Suite 4300

Silver Spring, MD 20910

OR

Fax: (301) 734-3112

How You Will Be Evaluated

Once your application materials are received, you will be evaluated and rated under Category Rating selection procedures to ensure you meet the job requirements and KSAs required for this position. Additional points are not added for veterans' preference; however, preference is still applied. Applicants eligible for veteran's preference will receive selection priority over non-veterans.

You will then be placed in one of three rating categories:

Qualified Category - Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement.

Well Qualified Category - Meets the basic qualification requirements for the vacancy announcement and demonstrates proficiency in the critical competencies for this position.

Best Qualified Category - Meets the basic qualification requirements for the vacancy announcement and has successful experience in the same or similar job that has demonstrated "outstanding" proficiency in applying knowledge, skill, and ability in the critical competencies for this position to work of increased levels of difficulty and complexity.

Required Documents

Submit a narrative statement responding to the knowledge, skills, and abilities (KSAs) identified in the HOW YOU WILL BE EVALUATED section of the announcement. This information will be used to determine your eligibility and/or rating and is required. Applicants may apply for this position with a resume, the Optional Application for Federal Employment (OF-612), or other application format, as long as the application contains the necessary information below:

1. Vacancy announcement number; title and grade(s) of the job for which applicant is applying (NOTE: Social Security Number is not required on your application).

2. All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education, and credentials under Qualification Requirement.

3. Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary.

4. Incomplete application packets will not be reviewed for further consideration. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

Election Assistance Commission

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Contact

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Email: SBANKS@EAC.GOV

Address

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MD

EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information | Legal and Regulatory Guidance